



Town of Abington

500 GLINIEWICZ WAY
ABINGTON, MA 02351

Board of Selectmen Meeting January 27, 2014 6:30 p.m. Cotter Room

Members present: Mike Franey, Ken Coyle, Andy Burbine, Tom Dion

- Pledge of Allegiance
- Public Announcements: Chairman announced the current vacancies on elected positions, and the Town Election is April 26, 2014; and the Special and Annual Town Meeting is April 7, 2014.
- Public Appointments:

6:35 p.m. – Request for a livery license, 22 Lantern Lane – Ted Cummins addressed the Board to request a livery license.

Selectman Burbine recuses himself

There are no issues with inspectional departments.

M/Franey to approve

S/Dion

Voted 3-0-1

Selectman Coyle mentions that he would like to see a more “user friendly” approach for residents and businesses when needing the services of Town Hall, such as an informational booklet outlining who to see for each service needed, etc. Town Manager agrees, and we will work on getting that accomplished.

- Action/Discussion items:
 1. Open Special Town Meeting Warrant and close Special Town Meeting Warrant on March 3, 2014. Open Annual Town Meeting Warrant and close Annual Town Meeting Warrant on February 18, 2014.
M/Andy to open warrants as stated above
S/Coyle
Voted 4-0

2. Request to spend above the allocated \$100,000 snow and ice budget
M/Dion to approve
S/Burbine
Voted 4-0
3. Vote to process the Board of Assessor's vacancy and possible temporary appointment of two members of the Board of Assessors
M/Burbine to process the Board of Assessors vacancy
S/Dion
Voted 4-0
4. To vote that the Board of Selectmen investigate a complaint of water issues, 26 Highland Road
M/Burbine to allow the administration to investigate said complaint
S/Dion
Voted 4-0
5. Town Manager Evaluation --Chairman stated that the Town Manager received an above average overall rating, and congratulated him on his ability to handle matters in a calm fashion, and congratulated him on a job very well done.
6. Town Manager Report -- Town Manager reported on the General Update (attached)
7. Public Comment -- None

M/Burbine to adjourn
S/Coyle
Voted 4-0

Meeting adjourned: 7:10 p.m.

Respectfully submitted,



Dori R. Jamieson
Assistant Town Manager



Town of Abington

500 GLINIEWICZ WAY
ABINGTON, MA 02351

TO: BOARD OF SELECTMEN
FROM: TOWN MANAGER
DATE: January 24, 2014
SUBJ: GENERAL UPDATE

The following is meant to be a general update of activities of the Town Manager and staff. Should any member desire more information regarding any particular matter please contact me personally.

1. Memorial Arch – A further review of the bidding results indicates that the low bid for the masonry work (by far the largest part of the project) will all by itself put this project over budget prior to even bidding the bronze restoration piece. Therefore, I will need to reject all current bids and re-bid the masonry. In the meantime we will be seeking additional grant funds to assist with the project and getting the bronze restoration procurement moving forward. While this will take additional time we will be in position to know by town meeting whether or not we truly do need additional funds.
2. Financial – The budget proposal books have been distributed to the Finance Committee and books are available for the Board. I do not have a school budget proposal (expected this coming week) so there is not a summary “cover” document included yet as it would be of no value. We are working with the FINCOM to schedule their dept. head meetings. Unfortunately the Governor’s budget proposal for FY 15 as it pertains to local aid is of little assistance and doesn’t change the factors in the 5 year projection significantly as we had hoped. Obviously the state budget process is at the early stages but it is a disappointing start.
3. Human Resources Audit – This project will begin next week. We will continue to look for “resources” from a 3rd party (insurance co., etc.)
4. Veteran’s District – Frank Lynham, Town Administrator in Whitman, and I have had further discussion and obtained verbal approval from the Office of Veteran’s Affairs to vary slightly from the proscribed staffing formula contained in their printed guidelines for a regional district. The goal is to have the application submitted in February for approval by the state in March. This will provide us 3 months to deal with the staffing needs of the District. I will keep you informed.
5. Web Site – In addition to last month’s update Wayne Norling has suggested that he and I, and any interested Selectmen, have a meeting with people in the community who disseminate information via social media to (such as OurAbington.com) to get input as to what information, suggestions that others may have regarding the information that we present on the site. Any ideas for who may be appropriate please let me or Wayne know.
6. MBTA – We have contacted the MBTA regarding the noise complaints in the early morning. At this point we have been notified that they have received our communication and will be in contact with us. We shall keep you informed.
7. Goals/Objectives – Attached is an updated spreadsheet.

BOARD OF SELECTMEN AND TOWN MANAGER
GOALS AND OBJECTIVES
ADOPTED JULY 1, 2013

1	Solidify the relationship between the Highway Department and Park and Recreation Department with the intent of formalizing a Dept. of Public Works.	Met with all parties to discuss permanent shift of responsibilities. Seemingly no opposition, however PR Commission is concerned about future ability/staffing to coordinate and administer programs. Have met with Sewer Commission Chair to explore support for possible opportunities for consolidation of Sewer Dept. into DPW. I have asked PR to provide a sample annual recreation program schedule and proposed registration costs/staffing model, etc. to consider the viability of a self funded recreation program model either under the DPW or as a stand alone dept. I have collected sample legislative/chapter language for a proposal at the ATM.
2	Facilitate plan for use/reuse of Griffiths Dairy Property.	Town meeting has appropriated funds within Capital Plan for removal of buildings and mowing of a field. Committee appointed by Selectmen currently seeking re-use options. Received procurement examples to assist in bidding process.
3	Facilitate the Island Grove Memorial Arch and Legacy Memorial Projects.	Masonry bid results put the project over budget - prior to the bronze restoration piece. The low bidder withdrew due to a clerical error in the bid submission. Their is reason to believe that a re-bid after rejecting all bids may put the project back on budget. This will be followed by the bid for the bronze restoration work.
4	Complete Labor Agreements with Clerical, Library, Highway/Sewer, and Manager Units.	Have met with all multiple times and discussed with Board previous decisions and agreements (with more scheduled). Each have different dynamics but committing to COLA's is difficult at this time for TM without more comfort on operating budget. One key problem is "over commitment" in terms of financial capacity of town and avoiding labor charges of Regressive Bargaining. Recent approval of the Library Agreement has helped move clerical negotiations in same direction and a ratification could be coming soon. This should help move the Highway/Sewer as well. Board recently received a verbal update on Managers Group and the police negotiations are in early stages. Currently a wage and benefit "survey" is underway in preparation. As this is document is public in nature I will not get in to any further detail.
5	Pursue updates and improvements to website.	IT Director Wayne Norling continues to seek input from departments and is making the site more interactive with more notification groups, up to date postings of events and notices, applications, etc. As I stated recently the other major component to consider is the benefits/liabilities of making this a bridge to social media.
6	Provide input with regard to Charter and By-Law updates including: town meeting dates, quorum requirements, length of term for Town Manager.	I continue to keep track of suggestions that I will propose for April's town meeting to change the charter via a Special Act. However, there will be other suggestions that are more appropriate for the scheduled 2014 Charter Review as required by the charter.
7	Seek to update the town's personnel by-law and personnel regulations, etc.	More difficult than anticipated due to extreme fracturing of systems. Our Human Resources Audit begins next week to advise us on overall personnel system needs. We do not have a legitimate central personnel filing system, procedures, etc. Until we do that implementing other features like performance review, etc. are in limbo. I am confident of our capacity to maintain a strong system once established. I will have some recommendations of a personnel by-law to put forward prior to town meeting that recognizes that the number of employees subject to the by-law is now very limited and the existing plan and format
8	Business assistance: permitting and new business guide, beautification of town business properties (perhaps including education, zoning updates, and a business association).	Peer to Peer funding approved 2 weeks ago and Peer project to begin 3rd week of February with the goal of mapping out a strategy for updating necessary by-laws/regulations, etc. to meet this goal.
9	Create prioritized road infrastructure plan.	Back seat project due to larger organization issue at the moment.
10	Review revenue enhancement opportunities.	As you know we have developed a 5 year revenue-expenditure tool to help with this goal moving forward.

BOARD OF SELECTMEN AND TOWN MANAGER
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11	Create long range capital improvement plan.	Asst. Town Manager has recently worked with departments to update the information from prior years to create a 5 year document. ATM is also working with Financial Team to develop user friendly spreadsheet format/timelines, etc. for annual submission and review.
12	Seek to develop a fiscally sustainable staffing structure.	See #10 above
13	Deal with existing structural budget gap including historically inadequate snow and ice budget.	See #10 above
14	Review existing Board of Selectmen's Policies to ensure implementation; provide recommendations for adoption of fiscal policies including internal control and investment policies.	Distribution and review of existing and draft policies with ROG; Follow up discussions on subsequent agendas.
15	Enhance communication with Board and Committees through annual meetings, etc.	Ongoing.
16	Other Misc. Tasks: Consider procurements for Legal Services and Independent Audit; Pursue options for Landfill Capping Project; participate/assist school building project.	Relevant to Misc: Provided update memo on landfill by Stephen Wright. As previously indicated we plan on getting Wright in to provide a verbal update in February when we expect to have feedback from DEP on the Comprehensive Site Assessment submission.
The above goals are in addition to day to day administrative requirements of the Town Manager's Office - many of which are out of our control for various reasons.		